

**DIVERSITY COUNCIL**  
**HOOVER BUILDING, LEVEL A, CONFERENCE ROOM 5**  
**FEBRUARY 26, 2008**  
**2:30 PM – 4:30 PM**

Agenda Item	Notes
<b>Members Present</b>	Preston Daniels, Employee and Family Resources, Chair  Mollie Anderson, Department of Administrative Services (DAS) Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Renee Hardman, Bankers Trust Shirley Hicks, Iowa School for the Deaf, Retired Robin Jenkins, DAS-HRE Jim Larew, Governor's Office Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Walter Reed, Jr., Department of Human Rights Jonathan Thorup, Department of Public Safety Miriam Tyson, Department of Economic Development Dinh VanLo, Tai Village, Inc. Stephen Wooderson, Iowa Vocational Rehabilitation Services
<b>Member Present via Phone</b>	Reginald Jackson, Wells Fargo Bank, N.A.
<b>Member Absent</b>	Ralph Rosenberg, Civil Rights Commission
<b>Other Attendees</b>	Susan Churchill, DAS-HRE Joe Ellis, DAS-HRE Jesus Estrada, DAS-HRE Mary Ann Hills, DAS-HRE Barbara Kroon, DAS-HRE Janet Nnadi, DAS-HRE Heather Palmer, Attorney General's Office Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks Deborah Svec-Carstens, Governor's Office Bill West, DAS-HRE
<b>Agenda Items</b>	<ol style="list-style-type: none"> <li>I. Opening Remarks – Preston Daniels</li> <li>II. Introductions – Council Members</li> <li>III. Review of Executive Order Four – Jim Larew</li> <li>IV. Board Activities and Functions – Nancy Berggren <ol style="list-style-type: none"> <li>A. Nancy Berggren outlined all of the steps in the current hiring practices and suggested spending a portion of each upcoming meeting reviewing each of the steps in greater detail.</li> <li>B. Nancy Berggren discussed the Activities Plan for the Diversity Council, noting the Council's responsibilities as outlined in Governor Culver's Executive Order Four. <ol style="list-style-type: none"> <li>1. Best Practices – the Council will “engage with private businesses and other governmental entities to recommend and actively promote best practices for optimizing diversity throughout state government.”</li> <li>2. State's Hiring Policies and Practices – the Council will review the State's hiring practices, make recommendations, and provide an annual report.</li> </ol> </li> </ol> </li> </ol>

Agenda Item	Notes
	<ol style="list-style-type: none"> <li>3. Training – the Council will submit a plan by March 31, 2008, for training all state employees on Diversity.</li> <li>4. Employee Referral System – the Council will develop a state-government referral system by December 1, 2008.</li> <li>5. Report to the Governor – the Council will submit a written report of its activities and progress to the Governor by June 30 of each year.</li> <li>6. Diversity Plan – the Council will review each Executive Branch agency's Diversity Plan that is to be submitted to the Council by July 31 of each year. These plans will be used by DAS to develop the State's Affirmative Action Plan and Report by September 30 of each year.</li> </ol> <p>C. Nancy Berggren suggested that the Council may want to obtain citizen input from various parts of the state and name a subcommittee to conduct these forums.</p> <p>D. The Council discussed the Activities Plan.</p> <ol style="list-style-type: none"> <li>1. Renee Hardman asked, "How will we define our success?"</li> <li>2. Preston Daniels stated that the Council will need to develop measures as it goes along.</li> <li>3. Jim Larew suggested that the CPS study and the NAACP report – generated at the request of the Hiring Practices Working Group – might provide useful guides to measure the Council's success.</li> </ol> <p>V. Organization – Preston Daniels</p> <p>A. Preston Daniels nominated Renee Hardman as Co-Chair of the Council; Alba Perez seconded the motion; all in favor; motion passed.</p> <p>B. The Council made decisions about the structure of its meetings.</p> <ol style="list-style-type: none"> <li>1. DAS staff will spend 30 – 40 minutes at the beginning of the next four meetings educating the Council on the State's current hiring process. <ol style="list-style-type: none"> <li>a. Nancy Berggren will do a demonstration on how an applicant applies for a state position through the BrassRing computer system.</li> <li>b. Dinh VanLo and Alba Perez requested a map or flow chart of the process.</li> <li>c. Shirley Hicks requested PowerPoint presentations.</li> </ol> </li> <li>2. Council members will raise their hands and be acknowledged by the Chair before speaking.</li> <li>3. All votes will be initiated with a motion and a second.</li> <li>4. Subcommittees <ol style="list-style-type: none"> <li>a. Subcommittees will report to the full Council and the entire group will vote.</li> <li>b. Subcommittees will take minutes of their meetings.</li> <li>c. Whenever possible, subcommittees will have both male and female members.</li> </ol> </li> <li>5. Agendas <ol style="list-style-type: none"> <li>a. Members will give agenda proposals to Nancy Berggren no later than four days prior to each meeting.</li> <li>b. Preston Daniels will review the agenda before it is sent to Council Members and posted.</li> <li>c. Susan Churchill will post the agenda and send it to Council members three days prior to each meeting.</li> </ol> </li> </ol> <p>C. The Council named four subcommittees.</p> <ol style="list-style-type: none"> <li>1. Training for Hiring Authorities – plan due to Governor Culver by March 31, 2008. <ol style="list-style-type: none"> <li>a. Nancy Berggren</li> <li>b. Renee Hardman</li> <li>c. Robin Jenkins</li> <li>d. Alba Perez</li> <li>e. Governor's Office Staff <ol style="list-style-type: none"> <li>1) Syeta Glanton</li> <li>2) Deborah Svec-Carstens</li> </ol> </li> </ol> </li> </ol>

<b>Agenda Item</b>	<b>Notes</b>
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>f. DAS-HRE Staff               <ul style="list-style-type: none"> <li>1) Barbara Kroon</li> <li>2) Dawn Stohs</li> </ul> </li> </ul> </li> <li>2. Training for Entire State Workforce – plan due to Governor Culver by March 31, 2008.           <ul style="list-style-type: none"> <li>a. Jonathan Thorup</li> <li>b. Miriam Tyson</li> <li>c. Dinh VanLo</li> <li>d. Stephen Wooderson</li> <li>e. DAS-HRE Staff (Mary Ann Hills)</li> </ul> </li> <li>3. Report to the Governor – due June 30, 2008.           <ul style="list-style-type: none"> <li>a. Walter Reed</li> <li>b. Miriam Tyson</li> <li>c. DAS-HRE Staff</li> </ul> </li> <li>4. Best Practices – Preston Daniels suggested 30-minute presentations from guest speakers, sharing best practices with the Council.           <ul style="list-style-type: none"> <li>a. Renee Hardman, Chair</li> <li>b. Alba Perez</li> <li>c. Walter Reed</li> <li>d. Miriam Tyson</li> </ul> </li> <li>D. The Council decided to meet every other Friday from 2:30 p.m. – 4:30 p.m. for two months.</li> <li>E. As Diversity Council meetings are public meetings, citizens may speak at the end of each meeting for three minutes each. A sign-up sheet will be provided.</li> </ul>
<b>Items for Next Meeting</b>	<ul style="list-style-type: none"> <li>I. Two subcommittees will meet before the next Diversity Council meeting and will report on their discussions.           <ul style="list-style-type: none"> <li>A. Training for Hiring Authorities</li> <li>B. Training for Entire State Workforce</li> </ul> </li> <li>II. DAS-HRE will prepare a 30-minute presentation on the state hiring practices.</li> <li>III. Council will discuss norms, expectations, and measures.</li> <li>IV. Council will name the rest of the subcommittees.</li> <li>V. Council will discuss citizen input.</li> </ul>
<b>Next Meeting</b>	The next meeting will be held on Friday, March 14, 2008, from 2:30 p.m. – 4:30 p.m. in Conference Room 5 in the Hoover Building, Level A.
<b>Adjourned</b>	Meeting adjourned at 4:50 p.m.